

Resume Drafting

PROGRAM AGENDA

Resume Purpose

Resume Mechanics

Message Control

RESUME PURPOSE



RESUME MECHANICS

A resume for the compliance profession has the following components:

- 1) Name/contact information
- 2) Experience
- 3) Education
- 4) Certifications (if any)

It may also have

- 1) Core Qualifications
- 2) Resume Summary
- 3) Interests and Activities

WHAT'S NOT ON A RESUME?



CONTACT INFORMATION

YOUR NAME

Your Street Address • Your City, CA 95053 • (408) 555-5555 • professional.email@gmail.com

Billy Bronco

200 El Camino Real C104, Santa Clara, CA 95053 ■ (650)123-5555 ■ bbronco@gmail.com

EXPERIENCE SECTION

Focal Point:

- “Work” experience:
 - Jobs;
 - Position
- City, State
- Dates (month and year) of “employment”
- Listed in **reverse chronology**
- Use action verbs
- Use accomplishment statements instead of duties
- Demonstrate how you made the organization money, saved the organization money, improved efficiency or served customers

EDUCATION SECTION

Focal Points:

- Institutions;
- Degrees;
- Graduation date; (month and year)
- GPA; (maybe)
- Activities, awards, leadership

CONTENT CREATION: CRAFTING THE EXPERIENCE SECTION OF YOUR RESUME

Employer: Jamba Juice
Position: Team Member

City, State: San Jose, CA
Dates: May 2013-August 2015

JOB DUTIES:

(Example: opened the store, made smoothies, rotated inventory, processed payments)



TRANSFERRABLE SKILLS:

(Example: ability to perform job quickly and accurately, responsive to customer requests - made "secret menu" or customized smoothies regularly, coordinated smoothie making process with team members)



WHAT WILL APPEAR ON MY RESUME:

(Example: Sold retail food and beverage products and coordinated local marketing events at the second highest grossing franchise in San Jose, averaging more than 100 customers per hour. Created juice based beverage according to precise corporate recipes or customized beverages upon request. Coordinated customer facing activities with two other team members to ensure that customers received high quality product within a timely manner.



DISTINGUISHING CHARACTERISTICS OF EMPLOYER/JOB:

(Example: 2nd busiest franchise in San Jose, average 100 customers per hour during weekend rush, worked 20 hours/week while attending college full time, time guidelines from corporate - had to complete order w/in 2 minutes, highly ethnically diverse customer base)

FIRST STEPS

- ☐ Make an appointment with the Online Legal Programs Office for career counseling and to have your resume reviewed.**
- ☐ Conduct informational interviews with compliance professionals for feedback!**
- ☐ Don't get overwhelmed by edit suggestions. Use them as a guide to enhance your marketability.**
- ☐ Resumes are fluid, meaning you may have more than one depending on your target audience. Don't be afraid to create two or three versions, depending on your target audience.**

QUESTIONS

